

Family Disaster Preparedness Plan

Disaster can strike quickly and without warning. It can force you to evacuate your neighborhood or confine you to your home. What would you do if basic services like water, gas, electricity or telephones were cut off?

Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Families can cope with disaster by preparing in advance and working together as a team.

Report your status by telephone to your chain of command or to your Ombudsman. It is important for them to have an accurate picture of the situation as soon as possible after the event. If you are at home and you know you must report to your duty station, do so immediately. The road and telephone systems will quickly become clogged with panic. Otherwise, do not report to duty unless specifically told to do so. If ashore and unable to contact the command or the Command Ombudsman, active duty service members or their dependents are required to contact the Task Force Navy Family (TFNF) hotline for accountability purposes. TFNF can be reached at 202-433-0879, 3025 or 3039. They can also be reached via email at (tfnf_faccount@navy.mil) .

Follow the steps listed here to create your family's disaster plan. Knowing what to do is your best protection and your responsibility.

Steps to Safety

- Contact your local Red Cross chapter or the Ombudsman and be prepared to take notes.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after a disaster. Animals are NOT allowed inside emergency shelters because of health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children's school or day care center, and other places where your family spends time.

Create a Disaster Plan

Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather, and hurricanes to children. Plan to share responsibilities and work together as a team.

- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.

- Pick two places to meet: Right outside your home in case of a sudden emergency, like a fire OR outside your neighborhood in case you cannot return home. Everyone must know the address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it is often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

Completing the Checklist

- Post emergency telephone numbers by phones (fire, police, ambulance, etc.).
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the water, gas, and electricity at the main switches.
- Check if you have adequate insurance coverage.
- Purchase an ABC type fire extinguisher for your residence, ensure every one knows its storage location and train family members how to use it.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt to identify and remove hazards.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a Red Cross first aid and CPR class.
- Determine the best escape routes from your home.
- Find two ways out of each room.
- Find the safe places in your home for each type of disaster.

Practice and Maintain Your Plan

Quiz your kids every six months or so.

Conduct fire and emergency evacuation.

Replace perishable items in your emergency supply kit (stored water/food) every six months.

Test and recharge your fire extinguisher/s according to manufacturer's instructions.

Test your smoke detectors monthly and charge the batteries at least once a year.

Enclosed is a survival kit for kids. You can invite your kids to read and be familiar with what they can do to help.

Neighbors Helping Neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you are a member of a neighborhood organization, such as a home association, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for child care in case parents cannot get home.

Home Hazard Hunt

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break, or cause a fire is a home hazard. For example, a hot water heater or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards. Contact your local fire department to learn about home fire hazards.

Evacuation

Evacuate immediately if told to do so:

- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your Disaster Supplies Kit.
- Lock your home.
- Use travel routes specified by local authorities--don't use shortcuts because certain areas may be impassable or dangerous.
- Shut off water, gas, and electricity before leaving.
- Make arrangements for your pets.
- Keep enough supplies in your home to meet your needs for at least three days.
- Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store these supplies in sturdy, easy-to-carry waterproof containers. Back-packs, duffle bags, or covered trash containers can also be utilized.
- A three-day supply of water (one gallon per person per day) and food that won't spoil.
- One change of clothing and footwear per person, and one blanket or sleeping bag per person.
- A first aid kit that includes your family's prescription medications.
- Emergency tools including a battery-powered radio, flashlight, and plenty of extra batteries.
- An extra set of car keys and a credit card, cash or traveler's checks.
- Sanitation supplies.
- Special items for infant, elderly, or disabled family members.
- An extra pair of glasses.

- Keep important family documents in a waterproof container.
- Keep a smaller kit in the trunk of your car.

Getting to Know Utilities

Locate the main electric fuse box, water service main, and natural gas main. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves. Remember; turn off the utilities only if you suspect the lines are or may be damaged or if you are instructed to do so. If you turn the gas off, have a professional turn it back on in case damage has occurred.

If Disaster Strikes

- Remain calm and patient. Put your plan into action. Check for injuries.
- Give first aid and get help for seriously injured people. Listen to your battery-powered radio for news and instructions. If advised to evacuate, do so immediately. Wear protective clothing and sturdy shoes.
- Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.
- Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities.
- Clean up spilled medicines, bleaches, gasoline, and other flammable liquids immediately.
- Secure and/or confine your pets.
- Call your family contact--do not use the telephone again unless it is a life-threatening emergency.
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is cut off.
- Stay away from downed power lines.

Disaster Supply Kit

When disaster strikes, you may not have much time to respond. A highway spill or hazardous material could mean evacuation. A winter storm could confine your family at home. A hurricane, flood, tornado, or any other disaster could cut water, electricity, and telephones-for days.

After a disaster, local officials and relief workers will be on the scene, but they cannot reach everyone immediately. You could get help in hours, or it may take days. Would your family be prepared to cope with the emergency until help arrives?

Your family will cope best by preparing for disaster before it strikes. One way to prepare is by assembling a Disaster Supplies Kit. Once disaster hits, you won't

have time to shop or search for supplies. But if you have gathered supplies in advance, your family can endure an evacuation or home confinement.

Preparing Your Kit

Review the checklist below. Gather the supplies that are listed. You may need them if your family is confined at home. Place the supplies you would most likely need for an evacuation in an easy-to-carry container. These supplies are listed with an **asterisk (*)**. There are six basics you should stock for your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items.

Storing Water

Purchase water in plastic containers, or use plastic containers (soft drink bottles) to store water. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need more. Store one gallon of water per person per day. Keep at least a three-day supply of water per day (two quarts for drinking, two quarts for each person in your household for food preparation/sanitation).*

Storing Food

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking, and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight.

*Include a selection of the following foods in your Disaster Supplies Kit: Ready-to-eat canned meats, fruits, and vegetables

Preparing a First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit* should include:

- Sterile adhesive bandages in assorted sizes
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Triangular bandages (3)
- Non-prescription drugs
- 2-inch sterile roller bandages (3 rolls)
- 3-inch sterile roller bandages (3 rolls)
- Scissors
- Tweezers

- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Non-Prescription Drugs - Aspirin or non-aspirin pain reliever; Anti-diarrhea medication; Antacid (for stomach upset); Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center); Laxative; and Activated charcoal (use if advised by the Poison Control Center)

Preparing Tools and Supplies

- Mess kits, or paper cups, plates, and plastic utensils*
- Emergency preparedness manual*
- Battery-operated radio and extra batteries*
- Flashlight and extra batteries*
- Cash or traveler's checks, change*
- Non-electric can opener, utility knife*
- Fire extinguisher: small canister ABC type
- Screwdrivers (both flat tip and Phillips)
- Pliers
- Tape (Masking or Duct)
- Compass
- Matches in a waterproof container
- Aluminum foil
- Plastic storage bags
- Signal flare
- Paper, pencil
- Needles, thread
- Medicine dropper
- Shut-off wrench, to turn off household gas and water
- Whistle
- Plastic sheeting
- Map of the area (for locating shelters)

Preparing Sanitation Supplies

- Toilet paper, towelettes*
- Soap, liquid detergent*
- Feminine supplies*
- Personal hygiene items*
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

Preparing Clothing and Bedding

- Include at least one complete change of clothing and footwear per person
- Sturdy shoes or work boots*
- Rain gear*
- Blankets or sleeping bags*
- Hat and gloves
- Thermal underwear
- Sunglasses

Preparing Special Items

Remember family members with special requirements, such as infants and elderly or disabled persons. The following applies:

- For Baby* - Formula; Diapers; Bottles; Powdered milk; and Medications
- For Adults* - Heart and high blood pressure medication; Insulin; Prescription drugs; Denture needs; Contact lenses and supplies; and Extra eye glasses
- Entertainment - Games and books

Keeping Important Family Documents

Keep these records in a waterproof, portable container:

- Military/DOD identification cards
- Visa, sojourner's permit
- Birth certificate, naturalization papers
- Dependent care certificate
- Household goods inventory with serial numbers for important items
- POV documents
- Wills, powers of attorney, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers and credit card account numbers and companies
- Important telephone numbers
- Family records (marriage, death certificates)

How to Store Water

Store your water in thoroughly washed plastic, glass, fiberglass or enamel-lined metal containers. Never use a container that has held toxic substances. Seal water containers tightly, label them (include date) and store in a cool, dark place. Change the water every six months.

Emergency Outdoor Water Sources

If you need to find water outside your home, you can use these sources. Be sure to purify the water according to the instructions listed below before drinking it.

Rainwater

Streams, rivers and other moving bodies of water

Ponds and lakes

Natural spring

Avoid water with floating material, an odor or dark color. Use saltwater only if you distill it first. Do not drink floodwater.

Three Ways to Purify Water

In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis. You should purify all water of uncertain purity before using it for drinking, food preparation or hygiene. There are many ways to purify water, but no specific purification method is perfect. Often the best solution is a combination of methods. Two easy purification methods are outlined below. These measures will kill most microbes but, will not remove other contaminants such as heavy metals, salts and most other chemicals. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of paper towel or clean cloth.

Boiling is the safest method of purifying water. Bring water to a rolling boil for 3-5 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking. Boiled water will taste better if you put oxygen back into it by pouring the water back and forth between two clean containers. This will also improve the taste of stored water.

Disinfection. You can use household liquid bleach to kill microorganisms. Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. *Do not use scented bleaches, color-safe bleaches or bleaches with added cleaners.* Add 16 drops of bleach per gallon of water, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dosage and let stand another 15 minutes. The only agent used to purify water should be household liquid bleach. Other chemicals, such as iodine or water treatment products sold in camping or surplus stores that do not contain 5.25 percent sodium hypochlorite as the only active ingredient, are not recommended and should not be used.

Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt and other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled. While the two first methods described above will kill most microbes in water, distillation will remove microbes that resist these methods, and heavy metals, salts and most other chemicals.

Hidden Water Sources in Your Home

If a disaster catches you without a stored supply of clean water, you can use the water in your hot-water tank, pipes and ice cubes. As a last resort, you can use water in the reservoir tank of your toilet (not the bowl!). Do you know the location

of your incoming water valve? You'll need to shut it off to stop contaminated water from entering your home if you hear reports of broken water or sewage lines.

To use the water in your pipes, let air into the plumbing by turning on the faucet in your house at the highest level. A small amount of water will trickle out. Then obtain water from the lowest faucet in the house. To use the water in your hot-water tank, be sure the electricity or gas is off, and open the drain at the bottom of the tank. Start the water flowing by turning off the water intake valve and turning on a hot-water faucet. Do not turn on the gas or electricity when the tank is empty.

Food Storage Tips

Even though it is unlikely that an emergency would cut off your food supply for two weeks, you should prepare a supply that will last that long. The easiest way to develop a two-week stockpile is to increase the amount of basic foods you normally keep on your shelves. The following tips will assist with food items:

- Keep food in a dry, cool spot. (A dark area, if possible, is best).

- Keep food covered at all times.

- Open food boxes or cans carefully so that you can close them tightly after each use.

- Wrap cookies and crackers in plastic bags, and keep them in tight containers.

- Empty opened packages of sugar, dried fruits and nuts into screw top jars or air-tight cans to protect them from pests.

- Inspect all food for signs of spoilage before use.

- Use foods before they go bad, and replace them with fresh supplies, dated in permanent marker or labeled with ink. Place new items at the back of the storage area and older ones in front.

Nutrition Tips in Emergencies

During and right after a disaster, it will be vital that you maintain your strength as follows:

- Eat at least one well-balanced meal each day.

- Drink enough liquid to enable your body to function properly (two quarts a day).

- Take in enough calories to enable you to do any necessary work.

- Include vitamin, mineral and protein supplements in your stockpile to assure adequate nutrition.

When Food Supplies Are Low

If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without any food for many days. Food, unlike water, may be rationed safely, except for children and pregnant women. If your water supply is limited, try to avoid foods that are high in fat and protein, and don't stock salty foods since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content. You don't need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes and other staples on your cupboard shelves. In fact, familiar foods are important. They can lift morale and give a feeling of security in

time of stress. Also, canned foods won't require cooking, water or special preparation. The following are recommended short-term food storage plans.

- As you stock food, take into account your families unique needs and tastes.
- Try to include foods that they will enjoy and that are also high in calories and nutrition.
- Foods that require no refrigeration, preparation or cooking are best.
- Individuals with special diets and allergies will need particular attention, as will babies, toddlers and elderly people.
- Nursing mothers may need liquid formula, in case they are unable to nurse.
- Canned dietetic foods, juices and soups may be helpful for ill or elderly people.
- Make sure you have a manual can opener and disposable utensils.
- Don't forget non-perishable foods for your pets.

Shelf-life of Foods for Storage

Here is some general guidelines for rotating common emergency foods.

Use within six months:

Powdered milk (boxed)
Dried fruit (in metal container)
Dry, crisp crackers (in metal container)
Potatoes

Use within one year:

Canned condensed meat and vegetable soups
Canned fruits, fruit juices and vegetables
Ready-to-eat cereals and uncooked instant cereals (in metal containers)
Peanut butter
Jelly
Hard candy and canned nuts
Vitamin C

The following items may be stored indefinitely (in proper conditions/containers):

- Wheat
- Vegetable oils
- Dried corn
- Baking powder
- Soybeans
- Instant coffee, tea and cocoa
- Salt
- Non-carbonated soft drinks
- White rice
- Bouillon products
- Dry pasta
- Powdered milk (in nitrogen-packed cans)

If the Electricity Goes Off

FIRST, use perishable food and foods from the refrigerator. THEN, use the foods from the freezer. To minimize the number of times you open the freezer door, post a list of freezer contents on it. In a well-filled, well-insulated freezer, foods will usually still have ice crystals in their centers (meaning foods are safe to eat) for at least three days. FINALLY, begin to use non-perishable foods and staples.

How to Cook If the Power Goes Out

For emergency cooking you can use a fireplace (adverse weather). A charcoal grill or camp stove can be used outdoors (weather permitting). You can also heat food with candle warmers, chafing dishes and fondue pots. Canned food can be eaten right out of the can. If you heat it in the can, be sure to open the can and remove the label first.

Importance of Having Emergency Supplies

It's 2:00 a.m. and a flash flood forces you to evacuate your home, fast. There is no time to gather food from the kitchen, fill bottles with water, grab a first aid kit from the closet and snatch a flashlight and a portable radio from the bedroom. You need to have these items packed and ready in one place before disaster strikes. Pack at least a three-day supply of food and water, and store it in a handy place. Closets by the front door or a safe storage area in the garage are both optimal locations.

Kids Activity Survival Kit

You may have to leave your house during a disaster and may sleep somewhere else for a while. It is smart to put together your own Kid's Activity Survival Kit so you will have things to do and share with other kids. These can all be stored in a backpack or duffel bag. Just make sure you can carry it easily. Some suggested items for the Kids Activity Survival Kit:

- A few of their favorite books
- Non-toxic marking pens, crayons, pencils, and plenty of paper
- Scissors and glue

- Manipulative toys such as LEGOS
- 2 favorite small toys, at least 1 doll and 1 action figure
- 1 or 2 board games or table puzzles
- A favorite stuffed animal or puppet
- Small play vehicles such as a few matchbox cars
- Small people figures to use with the cars
- A favorite blanket and/or pillow
- Picture of the family, including pets, write names on the back
- "Keep safe" box with a few treasures of little things your child feels are special

Note to Parents

If your children attend the Child Development Center (CDC) on base, the MWR Director will provide certified child care personnel at each embarkation point during evacuation to assist parents with the supervision of their children. Parents need to ensure that the CDC has at least three phone numbers of nearest kin in the United States. This information is kept on file. Parents should train their children to know their full name and duty station. They should also know the names of your nearest kin in the United States.

Pets

When it comes to emergencies, house pets are often overlooked by emergency planners and the general public. The following tips will assist you in caring for your families pets:

I.D.'s and Licenses

Make sure your pets have I.D. tags with both your home telephone number and that of your primary out-of-town contact person. Make sure your animal's license is current and vaccinations are up to date.

Animal Care

Plan how your pets will be cared for if you have to evacuate. Pets are usually **NOT** allowed in emergency shelters due to health regulations, so have some animal shelters identified! Contact your Ombudsman, local Red Cross chapter and the base veterinarian for guidance. Also, establish relationships with other pet owners in your neighborhood and construct a buddy plan just in case one of you isn't at home when an emergency/evacuation arises. This will ensure someone is available to help your pet.